

MONTANA FISH, WILDLIFE & PARKS
INTERN PROGRAM ANNOUNCEMENT

EMPLOYER: Montana Fish, Wildlife & Parks

CONTACT PERSON'S NAME/TITLE: Maren Murphy

ADDRESS: 1420 E. 6th Avenue

CITY: Helena

STATE: MT

ZIP: 59634

PHONE: 444-4585 or 444-3364

EMAIL ADDRESS: marenmurphy@mt.gov

DATE OF ANNOUNCEMENT: Friday, January 9, 2015

APPLICATION DEADLINE: Friday, March 6, 2015 at 5:00 PM (postmarked)

****STUDENTS MUST BE CURRENTLY ENROLLED IN A UNIVERSITY/COLLEGE****

POSITION TITLE: Parks GIS Intern

OF POSITIONS: 1

LOCATION(S): Helena

WORK START/END DATES: May 26 to August 21, 2015

HOURS/WEEK: 40

TRAINING/ORIENTATION DATES: Upon start date

COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC):

Funded at \$10/hour. State vehicle and per diem will be provided for necessary travel. Uniform, computer, and other equipment will be provided.

POSITION DESCRIPTION:

Montana State Parks, a Division of Montana Fish, Wildlife & Parks, manages 55 state parks covering over 46,000 acres, including Flathead Lake state parks, Travelers' Rest State Park, Lewis & Clark Caverns State Park, Bannack State Park, Giant Springs State Park, Smith River State Park, and Pictograph Cave State Park. Over 2.1 million visits occur annually. The Parks Division also manages four statewide recreation grant programs that support recreation on city, county, state, and federal public lands across Montana. Montana State Parks is looking for a Parks GIS Intern to assist the lead Parks Planner and recreational trails program staff on special projects in the design, development and creation of new GIS layers. The intern will collect and organize data to improve management of state parks and statewide recreation trails. The intern will be based at the FWP Headquarters in **Helena**. Some field collection and travel may be necessary.

Responsibilities:

- Assist in the design, development and creation of new GIS layers related to parks and trails.
- Create maps and graphs, using GIS software and related equipment.
- Conduct research to locate and obtain existing databases.
- Use variety of geographic resources such as existing GIS data, aerial photography, online resources, and field inspections.
- Gather, analyze, and integrate spatial data from staff and determine how best the information can be displayed using GIS.

- Communicate with field staff and external partners to create and update data as necessary.
- Perform quality checks and incorporate updates to existing Parks GIS data layers.
- Present information to users and answer questions.
- Prepare metadata and other documentation.
- Coordinate with FWP Data Services to ensure spatial data layers, map products and metadata are consistent with other FWP GIS resources.

Learning Objectives:

- Conveying GIS/spatial information to non-GIS/technical people
- Improving analytical skills to solve problems using the GIS suite of tools
- Knowing how to find information and identify essential information, and validate the information
- Using and developing computer programs to solve problems.

SKILLS, ABILITIES, KNOWLEDGE NEEDED (EDUCATION; UNDERGRAD/GRAD LEVEL, SUGGESTED/REQUIRED MAJORS):

Education:

- Completion of two (2) years of college and current enrollment in a college program leading to a Baccalaureate Degree or higher in geography, GIS, earth sciences, recreation management, resource management or directly related field.
- Working knowledge of ArcGIS 10x software and database management is required.
- Ability to use a GPS unit in the field.
- Proficient in Microsoft Word, Excel and Access.
- Excellent oral and written communication skills and independent work skills is highly desired

Licensure and/or Certification:

- Valid Driver's License at the time of application.

APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC.):

Submit resume; cover letter explaining applicable skills and experience, particularly with GIS; and three references to:

Parks GIS Intern
c/o Maren Murphy
Montana State Parks
PO Box 200701
Helena, MT 59620-0701

Or email: marenmurphy@mt.gov with the subject line: *Parks GIS Intern Application*. Phone calls and inquiries are also welcome.

ADDITIONAL INFORMATION: (HOUSING OF ANY KIND PROVIDED OR POSSIBLY AVAILABLE I.E. TRAILER, FREE CAMP SPOT, BASEMENT APARTMENT, EXTRA SLEEPING ROOM, ETC.)

Interns will be expected to find their own housing in Helena. Project administration will include a workspace, access to State vehicle, meals and lodging as appropriate within department policies. Travel required as part of position will be covered through a per diem or reimbursed. Camping available at parks during park visits and some sleeping accommodations (staff housing) at certain parks when necessary.